

**SOUTHEASTERN REGIONAL COUNCIL MEETING
MARCH 19, 2004
MOABS ART CENTER**

PRESENT: Tim Gwyther, Superintendent Ferguson, Duane Lyman, Judy Bane, Deb Dull, Karl Kraync, Norman Johnson, Harold Lyman, Peggy Humphreys, Delynn Fielding, Lamar Guyman, Pam Juliano, Britt Barton, Toni Bronson, Ira Hatch, Pace Hansen, Nancy Bentley, David Cunningham, and Don Larson.

STAFF PRESENT: Lorna O'Berto, Pattie Hansen, Kelly Thornton, Susan Etzel, Susan Sitterud, Steve Jensen, Sheryl Nisely, Bob Gilbert and Mary Zorn.

GUESTS: Monteen Gordon, Mary Gehman, James Whitaker, Terri Harris, and Kevin Beutler

WELCOME: Tim Gwyther, Chairperson, welcomed the members and guests from the state office to the meeting. Each of the members were given a copy of the Southeastern Eastern Region Orientation Guide that was developed March 2004. The agenda was enclosed and followed the guide information given.

WASHINGTON DC UPDATE: Tim Gwyther briefed the members on the recent trip he and the other regional council chairs for Workforce Services attended in Washington DC. He indicated that Utah, as a state, should be extremely proud of how well the regional councils and the state council work together vs. the rest of the states in attendance at the conference. He indicated that the atmosphere at the conference was that the councils from other states are not working well together. Many of the chairpersons do not serve on the state council as we do here in Utah in order to coordinate the activities as a whole. These other areas are just beginning to create one-stop presentations where as DWS was up and running over five years ago. The workshops were a valuable asset for the regional chairs to have attended based on the information shared and how it will assist them in performing as the council chairs.

REVIEW OF PREVIOUS MEETING MINUTES: Tim Gwyther, chairperson, asked the members to review the previous meeting minutes and requested a motion to approve.

**MOTION: Ira Hatch/Karl Kraync To approve minutes of the previous meeting.
Vote taken all in favor none opposed.**

APPROVAL OF TRAINING PROVIDER: Lorna O'Berto presented the information for the application received from the San Juan Regional Energy Training Center (RETC) located in Farmington, New Mexico to be reviewed as a potential training provider for DWS. This provider will provide training services CDL (truck driving), Well Control, Well Service and Drilling, Safety, Natural Gas Compression and Heavy Equipment. After a lengthy discussion the decision was made by the council to have a motion to vote on the approval of this training provider. **MOTION: To approve the San Juan RETC as a training provider for DWS. Norman Johnson/Karl Kraync. Vote taken all in favor/none opposed**

THE HISTORY OF THE DEPARTMENT OF WORKFORCE SERVICES:

Tim Gwyther welcomed James Whitaker, Deputy Director for the Department of Workforce Services. Tim Gwyther reviewed the mission and vision statements included in the orientation guide with the members. He indicated that its contents are very lofty,

but important goals. James gave a quick history of DWS from the information contained in the guide. James also indicated that the mission statement is being redesigned and is in draft form presently and will be sent out when it becomes available. DWS has developed very important partnerships with various government, public and community organizations to assist our customers in achieving their goals of employment and self-sufficiency. DWS is so much further developed than the rest of the states and we should all be proud of the part we have played. James felt that the impact is that DWS has such great employment centers and regional councils to work with. James also indicated that because of the great strides and successes that DWS has achieved the legislature came up with \$11 million dollars in this past session to assist in the funding of the various programs that DWS offers.

James also reviewed the new Business.Utah.Gov Internet site where businesses can go on line and register their business with the state themselves. They can not only register their business on line but also receive their FED ID numbers without having to leave their place of business.

James noted that in the last four years DWS has turned it's food stamp accuracy rating from 51st to being in the top 10 of the nation in accuracy results. In the last six months DWS has developed software that could revolutionize how we do business. DWS has been extracting information necessary to determine what employers want and need to be taught to our customers. DWS has shared this information to the various colleges that conduct business with DWS and they were unaware of what was happening. With the new software DWS can show the colleges exactly what the employers are requesting and prepare our customers now and in the direction of the future.

ROLES AND RESPONSIBILITIES OF THE STATE AND REGIONAL COUNCILS

Monteen Gordon, Coordinator for the State Council, reviewed the roles and responsibilities included in the orientation guide. She mentioned that the reason for the development of the Department of Workforce Services was that the customer's needs were not being met. It was created to help our customers and to make a difference in their lives.

Highlights she covered were:

- *Utah has centralized the services that they offer to their customers while other states want to know how we are doing it.

- *The department is in the process of revamping the mission and strategic planning statements, which are currently in draft form and will be presented when finalized.

- *Part of the statutory that the councils adhere to indicates that the State Councils shall annually establish a regional plan to operate from. The councils are the operational arms of Workforce Services.

- *The council members have been asked to start establishing individual regional plans that will coordinate with the plans set by the governor's office.

- *The Walker Work Plan can be viewed on the INTERNET site at job.utah.gov.

- *There are four areas that DWS and the councils need to work on when deciding the best way to spend the funding that DWS is allocated to reach the best outcomes. They are:

1. Health Care
2. Construction
3. Retail
4. Financial services
5. Also not to forget Technology.

The main focuses of these jobs are:

1. The focus must have employment outcomes for jobs.
2. The jobs must have be able to sustain wages and benefits
3. The jobs must have a career ladder potential.

THE MAKE UP OF THE REGIONAL COUNCIL

Bob Gilbert began by stating that the councils are made up of several partners that will have lasting affects. The members were given a print out that listed the voting members of 29. The Eastern Region has 7 counties divided up into two planning regions, the Uintah Basin Regional Council and the Southeastern Regional Council, approved by the Southeastern Association Of Governments. Bob reviewed the responsibilities of the Southeastern Regional Staff to the council:

REGIONAL DIRECTOR – Judy Chambley

- *Works with the various consortiums of the 7 counties to appoint members to the workforce services councils.
- *Participates with as a member of the Executive Committee and full council to ensure that plans are developed and fulfilled.
- *Oversees DWS staff charged with council responsibilities to ensure the functions are met.
- *Ensures that the council is provided the necessary staff supports to accomplish the goals and functions of the council.
- *Communicates with council and chair.

REGIONAL COORDINATOR – Lorna O’Berto

- *Coordinates staff support
- *Maintains roster of council members
- *Develops agenda and support documentation for council meetings with chairperson
- *Provide technical support for preparation of regional plans and develops annual report for state council and SEAOLG.
- *Arrange for meeting minutes to be recorded and distributed to membership.
- *Arrange logistics of meeting locations, recording of minutes and accommodations.

REGIONAL PROGRAM MANAGER – Shelly Ivie

- *Ensures that council is kept current on program outcomes and changes
- *Ensures that Council is aware of services delivered through DWS
- *Oversee Regional Program Specialists and Trainers and makes these individuals available to council as needed.
- *Reports on services provided by the regional plan.

ADMINISTRATIVE SERVICES MANAGER: DOUG HORSLEY

- *Provide council with demographic data support location of employment centers.
- *Assists in recommendations on location of employment centers
- *Provide informational data on budgets, expenditures and contracts.
- *Assist in developing regional plan as it pertains to fiscal planning.

EMPLOYMENT CENTER MANAGERS: Price Susan Etzel, Emery Co. Delena Fish, Moab Sheryl Nisely and Blanding Stephen Jensen

*Provide a quarterly update to council on economic activities training needs, services provided to customers and special functions targeting the population in the geographical areas.

*Work closely with employers represented on the council and the general business community to meet their needs in doing business.

*Provide technical information to council as requested.

SERVICES OFFERED BY THE DEPARTMENT OF WORKFORCE SERVICES

Pattie Hansen, Program Specialist for Eastern Region, gave a brief overview, which was also included in the orientation guide, of the various services offered by DWS, which included:

*Core Services:

*Job Connection area

*Workshops

*The Bonding Program

*Supportive services

*Child Care

FINANCIAL FUNDING:

One of the principal responsibilities of the council is the financial oversight to make sure that DWS is spending their funding effectively.

Bob Gilbert presented the Funding Source information and passed it out to the council members to review. DWS is basically federally funded. Bob reviewed the charts with the council.

WORKPLACE ACRONYMS:

Deb Dull took a moment and thanked Lorna O'Berto for including an acronyms list in the orientation guide. This will allow the members to understand and begin using the DWS Acronyms.

BLANDING OUTREACH PROPOSAL:

Steve Jensen, the Blanding EC Manager, reviewed a proposal to increase the outreach services to their customers located in extremely far away areas and asked for the councils approval to increase the outreach services. He indicated that 64% of the public assistance customers are located south of Blanding. The outreach services are currently being completed twice a month as well as to Monticello.

The proposal was to increase the outreach to those south of Blanding as these clients do not have cars or phones and this would provide better assistance to those customers. The services will be offered at the Montezuma Creek Health Department free of charge to the department. The areas served would be Montezuma Creek, Bluff, Navajo Mountain and Aneth.

Tim Gwyther indicated that the Executive Committee met before the council meeting and the executive task force recommended the following changes:

1. The frequency of the visits should be cut in half to once per month for Navaho Mountain, every other week for Monument Creek and Monument Valley based on activities required.
2. The primary criterion is the need to have the use of the health department computers. This is a must.
3. Because of the changes the task force recommended that there are evaluations every three months to see whether those recommendations are valid and the program is working.

MOTION: Ira Hatch/Don Larson. Recommendation of task force to approve the increased outreach services from the Blanding Employment Center. Vote taken, all in favor none opposed.

Note: Several of the voting members had left the meeting early therefore, Lorna O'Berto will share the information discussed to obtain a quorum vote. This will reflect in the minutes that there was an administration approval.

Once a quorum is established it may vote even if the members may leave.

Motion that Lorna O'Berto will email or by phone contact the majority of the council and get their thoughts and/or approval of the motion. Norman Johnson/Ira Hatch. Vote taken all approved, none opposed.

Lorna obtained the necessary votes to complete the quorum.

Adjourned

Next Meeting June 18th, 2004 at the Moab Arts and Recreation Center.